
TEST INFORMATION GUIDE

This test information guide provides a summary of concepts that are tested on the written (multiple choice) examination for the **Corrections Food Service Supervisor I** job. This information can be reviewed in combination with the class specification and examination announcement to assist you in preparing for the examination.

I. COOKING AND FOOD PREPARATION (16 Questions)

Employees in this job train and instruct residents in cutting, preparing, processing and storing meat products and in the preparation of bakery goods. Also, this position requires the employee to specify quantity of foods to be prepared and served and to inspect food before, during and after cooking to ensure proper preparation and compliance with recipes and menus. Test question topics include:

- Identification of cooking utensils;
- Accurate measuring when adjusting recipes for large quantities;
- Safety procedures to follow when frying foods;
- Following recipes;
- Simple calculations involving multiplication and division as needed when cooking.

II. SANITATION AND COLD STORAGE (14 Questions)

Employees in this job enforce and maintain sanitary measures during the preparation and serving of food in accordance with the Illinois Food Service Sanitation rules and regulations. Employees are responsible for instructing, directing and participating in the preparation and serving of meals, as well as the cleaning, sanitation and maintenance of kitchen equipment and utensils. Test question topics include:

- Ideal storage temperatures and containers for various foods;
- Methods to fight bacteria;
- Perishable foods.

III. SAFETY AND SECURITY (10 Questions)

Employees in this job enforce and maintain safety measures during preparation and serving of food. Knowledge of commonly accepted safety practices in order to insure safety when participating in the preparation and serving of meals, as well as the cleaning and maintenance of kitchen equipment and utensils is important. Test question topics include:

- Safety procedures to use when dealing with kitchen appliances and cooking equipment;
- Establishing safety rules.

---OVER---

IV. COMMUNICATIONS

(12 Questions)

Employees in this job are responsible for the daily monitoring of the work of subordinate staff. This responsibility usually entails assigning and monitoring assignments as well as training both experienced and new workers. This section of the exam tests your knowledge of supervisory techniques . Test question topics include:

- Methods one can use to promote a positive relationship with subordinates;
- Demonstrating work techniques;
- Resolving conflicts among workers;
- Introducing new work procedures.